

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Dept of Fish and Game
1416 9th St, Rm 1244, Acct.
Sacramento, CA 95814



Employee Name	<u>MCCAMMAN, John</u>
Expense Dates	<u>03/02/10-03/04/10</u>
Total Expense Amount	<u>251.90</u>
Amount Due Employee	<u>251.90</u>
Form ID	<u>TEA000617878</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/02	Lodging	93.95	
2)	03/03	Lodging	93.95	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by: _____

Helen E CARRIKER

Travel & Expense Account Summary

Employee Name John MCCAMMAN
Expense Dates 03/02/10-03/04/10
Report Name March10-Ont

Request Total \$ 251.90
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 251.90

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Mar10Ont	251.90

NOTE: (d)=Direct Charge

DATE	Tue Mar 2	Wed Mar 3	Thu Mar 4							TOTAL
Lodging	93.95	93.95								187.90
Dinner	18.00	18.00								36.00
Breakfast		6.00	6.00							12.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
TOTALS \$	111.95	133.95	6.00							251.90

<p>Travel & Expense Account Summary & Detail</p>
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Mar10Ont	03/02/10	Lodging	93.95	Cash
Regular Travel	Mar10Ont	03/02/10	Dinner	18.00	Cash
Regular Travel	Mar10Ont	03/03/10	Lodging	93.95	Cash
Regular Travel	Mar10Ont	03/03/10	Breakfast	6.00	Cash
Regular Travel	Mar10Ont	03/03/10	Lunch	10.00	Cash
Regular Travel	Mar10Ont	03/03/10	Dinner	18.00	Cash
Regular Travel	Mar10Ont	03/03/10	Incidentals	6.00	Cash
Regular Travel	Mar10Ont	03/04/10	Breakfast	6.00	Cash